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## REMARKS

Please note error in my

memo of 1/11 - meeting is Jan 21.

H.S.

2. Is this urgent? I received  
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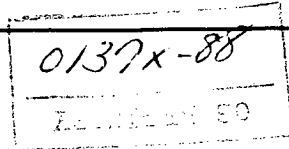
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**Security Awareness and Education Subcommittee**



January 13, 1988

MEMORANDUM FOR MEMBERS

SUBJECT: 21 January Meeting

Happy New Year to one and all. Please be reminded of our next meeting. Thursday, 21 January - at 1:00. Usual place, but note the unusual time.

By this time you should have received a letter from Lynn Fischer regarding the Foreign Travel initiative. See Attachment for more on that. Also, you may have received the binder for the Subcommittee Handbook. I will bring to the meeting a set of agency-by-agency dividers. Next we have to arrange for reproduction of contents for each agency.

Please carefully review the following **Agenda**. We need particularly your intentions for attendance at the Planning Meeting (item 1) and any reaction to the proposed survey (item 4).

**1. Planning Meeting (29 Feb - 2 March):**

**a. Attendance:** I hope that all primary members will plan to attend, with alternates welcome, space permitting. Please let us know your intentions at or by this coming meeting.

**b. Planning Meeting Topics:** We have a very generous three days, and need to be sure we make good use of it. Please think about what you'd like to do. Some possible, probable and/or essential agenda items include:

Assessment of 1987 Seminar

Initial planning for 1988 Seminar

Foreign Travel initiative (per Lynn Fischer's recent letter; see below.)

Program updates

Security Education "Census"

Speaker's Bureau

Training Aids Data Base

I think we should spend part of the time in small working groups and part on "plenary" session. Please give it some thought and provide comments at the 1/21 meeting.

**2. Foreign Travel Initiative:** I've asked Lynn Fischer to take (or rather retain) the lead on the tasking to assess agency responses to the IS/CM(P) foreign travel questionnaire and to develop a set of model guidelines. Lynn has worked on this area extensively and has written on it for the Security Awareness Bulletin. We're looking for others with interest and/or expertise in this area to form a working group, with the intention of getting underway at Warrenton.

**3. Other Project Reports:**

a. Speaker's List

b. Subcommittee Handbook

**4. The Security Education "Census"** (why wait for 1990?): I spoke last time about the idea of collecting some data about the security education programs represented on the Subcommittee, in order to provide a basis for assessing our mutual needs, e.g., for seminars (numbers of sessions and focus of content) or for a training aids data base.

The ultimate purpose of course is to find out: **What can the Subcommittee do to help you?**

We are working on a questionnaire and intend to bring a draft to the meeting. But please give some thought in advance to the kinds of information which would be both available and useful. I am thinking in terms of information under four main headings - focusing, as I indicated last time, primarily upon training/awareness of cleared employees, as opposed to security professionals:

**1. Organizational profile:**

How many cleared employees?

What kind of geographic dispersion?

What sort of budget for security education?

**2. Task-oriented training:** How are employees taught the "how-to's" of handling classified information?

Training methods in use (off-site schools, on-site classroom, in-house briefing, etc.

Training duration and frequency.

Training management - governing regulations, program evaluation, etc.

**3. Security awareness and motivation:** Same types of information as for training.

**4. Training the trainers:** How many security trainers are there and how are they trained?

Please consider these categories of information with the following questions in mind:

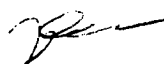
Is the information available, without undue difficulty (at least in approximate terms)?

Can you provide it to the Subcommittee? Are there policy and/or security considerations which would prevent that?

Would any of it be classified; if so at what level?

Are there any problems or objections to pursuing this initiative? E.g., to do with the dissemination or use of the information. What kinds of guarantees can we or should we set in place?

Hope to see you all next week.



John T. Miller  
Chairman

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